

Preface

About this Handbook

This handbook is divided into topics relating to the Deferred Maintenance Program. These topics help organize the program's process and makes it easier to locate specific information. The first topic is an "Overview" of the key points of the program. It also, includes a description of the administering body of the Law. The remaining topics will follow the program's application process.

About this Format

This handbook has been developed using the Information Mapping® method. Information is presented topically, eliminating the use of numbered section references. First, locate the topic you want using the Table of Contents. Then, you can quickly locate specific information on a particular topic by scanning key labels provided in the left margins.

Symbols and Conventions used in this Book

The symbols used throughout this handbook have the following meanings:

- bullets indicate lists of items or topics
- examples and exhibits generally follow topic discussions
- the symbol © is used to denote the end of a topic
- ballot boxes are provided in "Required Documents" tables which can be copied and used as checklists

Updates/Corrections

Updates to this handbook are on-going. All subscribers will receive updates. Corrections to this document should be forwarded to Sheryl Howell at:

Office of Public School Construction
501 J Street, Suite 400
Sacramento, CA 95814
(916) 322-4774 ©
